

Each employee is personally responsible for any fines and towing expenses incurred as a result of driving or parking.

The staff person with the prime responsibility for each vehicle is responsible for maintenance and upkeep.

Report any problems with the vehicles to Head Start Director immediately.

Those areas not having Agency/Head Start vehicles should plan alternative means of transportation for field trips, workshops, etc. If the van is needed, the Home Visitors/ Staff should call in two (2) weeks in advance to check on its availability.

Those staff with vehicles will not be paid mileage unless prior approval is granted from the Head Start Director.

Drivers and all passengers must be in seat belts when riding in cars used for Agency/ Head Start activities, including privately owned vehicles.

Vehicle assignments are made with regard to miles traveled/Home Visitor and geographic area.

All drivers must show proof of driver's license and insurability.

ARTICLE XVIII - DISCIPLINARY ACTIONS

Section 18.1

Discipline may be needed at times for employees. This discipline may need to be exerted for a number of reasons:

- A. Failure to adequately perform job duties,
- B. Use of poor judgment,
- C. Violation of Agency policies,
- D. Violation of funding source or Agency guidelines, or
- E. Action detrimental to the low income community or the programs of NWCA.

Section 18.2 - Types of discipline

The types of discipline available are as follows:

- A. Verbal reprimand (oral reminder),
- B. Written reprimand (written reminder),
- C. Instatement of a probationary period,
- D. Suspension with pay,

- E. Suspension without pay, or
- F. Dismissal from employment (involuntary termination).

When the problem arises, efforts should be made by the employee's immediate supervisor to help the employee correct the problem.

The type of discipline used depends on the severity of the offense or problem, and/or the number of times it has occurred. Action taken will be reviewed by the Executive Director to ensure the discipline fairly matches the offense.

In all cases of extreme discipline, the appropriate Committee will be informed of the situation and given such background information as is needed. In a case of a formal grievance, the appropriate Council or Committee will review the case and render a decision which will be forwarded to the Board of Directors for final determination.

Section 18.3 - Reasons for disciplinary action

Reasons for disciplinary action, including discharge, may include, but are not limited to:

- A. Abuse of sick leave,
- B. A criminal act,
- C. Violations of Affirmative Action Policies,
- D. Deliberate falsification of records,
- E. Insubordination,
- F. Sexual Harassment,
- G. Stealing,
- H. Fighting on the job,
- I. Repeated tardiness and absenteeism,
- J. Neglect or failure to perform assigned duties,
- K. Improper use of or damage to Agency property or that of another employee,
- L. Repeated violation of safety rules,
- M. Doing personal work on Agency time,
- N. Personal use of Agency vehicles,
- O. Failure to follow directive of a supervisor,
 - P. Any unauthorized leave,
- Q. Libelous or slanderous conduct toward NWCA employees or program participants,
- R. Improper release of Agency documents,
- S. Discourteous treatment of clients, the public, or fellow employees,
- T. Violation of any of the provisions of these Personnel Policies,
- U. Violation of client confidentiality or the Minnesota Data Privacy Act,
- V. Use of mood altering drugs while in the performance of duties,
- W. False statements on application for employment and/or resume,
- X. Misrepresentation of facts, either orally or in writing,
- Y. Intentional destruction, abuse, or defacement of NWCA property,
- Z. Sleeping while on duty, or

AA. Any other conduct which demonstrates that the employee is uncooperative or unprofessional and which is considered by their supervisor and next higher authority to have a harmful effect on NWCA or its employees.

ARTICLE XIX - GRIEVANCE PROCEDURES

Section 19.1

An aggrieved employee shall first present his/her grievance to his/her immediate supervisor within 5 working days of the incident giving rise to the grievance. If the matter is not satisfactorily resolved at that level within 5 working days, the aggrieved employee may appeal in writing to the Executive Director.

Section 19.2

If the grievance is not satisfactorily settled between the employee and the Executive Director the employee may within fifteen (15) days either:

1. Submit a written explanation of his grievance, bearing his/her signature, for the Executive Director to present to the Board of Directors for review and action; or
2. Submit a written signed request to the Executive Director for a personal hearing before the Board of Directors.

Section 19.3

The grievance shall be considered by the Board of Directors at the first regularly scheduled meeting, following receipt of the written grievance, and/or request for personal hearing.

Section 19.4

An aggrieved employee shall be entitled to enlist the help of a representative of their choice to assist them throughout the grievance process.

ARTICLE XX - OUTSIDE AGENCY EMPLOYMENT POLICY

Section 20.1

Such employment shall not involve a conflict of interest or conflict with the employee's duties.